



Career Pathways Office

1299 East 32nd Street, Room 9
Signal Hill, CA 90755

Overview of School Site Perkins Investment Process - 2021-22 School Year

Via email each site Perkins Chair will be given a Perkins Site Funding Packet, with instructions on how to apply for Perkins Investment Funds for the 2021-2022 School Year. This packet will include all the background information, forms, and reference materials needed to submit site Perkins requests.

Career Pathways Office:

- Career Pathways Office staff will review, approve, or may return submitted documents. Site documents may be returned to the requesting teacher and/or Perkins Chair with a request for clarification(s) and/or for additional details. Teachers requesting funding are responsible for responding to requests for additional or clarifying information related to their purchase request(s).
- Only those site requests, **complete and approved by the Career Pathways Office** staff for submission to CDE by the CDE deadline, will be included in the District's 2021-22 Perkins Budget.

General Procedures for site applying for Perkins Investment:

Each school site will receive an initial funding amount for which they may apply.

CTE Teachers:

1. CTE instructor(s) seeking investment will complete a [Perkins Funding Request Form](#), identifying the requested investment(s) related to expanding, developing, or enhancing their pathway. A [vendor's purchase quote](#) should be submitted for each requested item.
2. Each CTE instructor(s) at the school site will complete a [CTE Courses Taught Form](#)
3. CTE instructor(s) seeking funding will complete a [Pathway Industry Advisory Chart](#).
4. CTE instructor(s) seeking funding will ELECTRONICALLY SUBMIT a copy of all required application forms to the site Perkins Chair. Site Perkins Chair will review for completeness and have funding requests ready for committee discussion at funding approval meeting.

Site Perkins Chair:

1. Site Perkins Chair will share all submitted funding requests with site Perkins Committee members for review and/or approval. Approval of items will be documented by site Perkins Meeting minutes.
2. Site Perkins Chair will ELECTRONICALLY submit all completed/site-approved Perkins funding documents **by email** to Christopher Clifton, cclifton@lbschools.net **NO LATER THAN Friday, May 7, 2021, 5:00 PM**
3. A schedule of site Perkins meetings for the 2021-22 School Year will be submitted by Perkins Chair no later than September 24, 2021.



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[Site Perkins Committee - CTE 11 Elements - Review and Application to Investment](#)

As part of your site funding approval process, each site Perkins Committee is asked to hold a 1-hour online industry Advisory meeting to review the following with your program's industry advisors/partners (Industry Team).

1. Based upon your site's 11 Elements summary (Christopher will send to you a copy of your tabulated sites survey results), Perkins Committee members will provide a brief overview of your site's perceived CTE program areas of strength, and areas for desired action/focused improvement. You can do this by rotating through each program, or discuss general overall strengths and needs during the meeting.
2. A discussion with your Industry Team members on how your planned Perkins site investments aid/support your site program's ability to accentuate its strengths, and address areas of need. Christopher will send Perkins Chairs a meeting agenda format for the meeting.
3. Each school site should have [at least one industry team member for each](#) of its school site CTE pathways. Each CTE teacher applying for Perkins investment should be present at the meeting and be prepared to discuss how his/her requested investment(s) supports student skill development.
4. CTE Teachers will receive 1 hour of financial compensation for participation in the meeting (approval memo will be issued once meeting minutes have been received). Perkins Chairs, who are preparing/coordinating the meeting will receive 3 hours of financial compensation